



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REF: Y REFER TO

COMNAVREGSWINST 1752.2A
N93M1R

01 NOV 2004

COMNAVREGSW INSTRUCTION 1752.2A

Subj: REGIONAL AND LOCAL FAMILY ADVOCACY PROGRAM

Ref: (a) SECNAVINST 1752.3A
(b) OPNAVINST 1752.2A
(c) CNPC ltr 1752 Ser 6B/171 of 10 Nov 03

1. Purpose. To establish policy and provide guidance for the Family Advocacy Program (FAP) serving military personnel and their families within Commander, Navy Region Southwest (CNRSW).

2. Cancellation. COMNAVREGSWINST 1752.2.

3. Background

a. The Navy's Family Advocacy Program (FAP) is administered by Commander, Navy Personnel Command (CNPC) to ensure a timely and appropriate response to incidents of child abuse/neglect and spouse abuse. CNRSW is committed to using best practices to assist victims and to reducing the occurrence of child and spouse abuse.

b. CNRSW is a regionalized command with FAP being part of Fleet, Family and Child Development Services under the Program Director for Community Support Services. The San Diego Family Advocacy Center Site Manager implements FAP in the metropolitan San Diego area. Family Advocacy representatives implement FAP under the direction of Fleet and Family Support Center (FFSC) Site Managers at installations outside the San Diego area.

4. Policy

a. It is the responsibility of all active duty Navy personnel to ensure the safety, health and well being of their family members. Child and spouse abuse are incompatible with the Navy's high standards of professional and personal conduct. Abusive behavior by military members destroys families, detracts from readiness, and diminishes the reputation and prestige of the Navy in the civilian community. A continuous effort to eliminate child and spouse abuse will be actively pursued at every level of command.

01 NOV 2004

b. References (a) through (c) provide policy and guidelines for management of FAP. CNRSW recognizes the importance of providing a coordinated response to incidents of child abuse/neglect and spouse abuse. When an incident of alleged abuse is reported all involved agencies will respond in a coordinated manner, as outlined in this instruction, ensuring victims are protected, family members are supported and offenders are held accountable. Victim advocates may be provided as a part of this response to protect and improve victim access to needed services.

c. The FAP is a leadership issue. Personnel in leadership positions at all levels will support regional FAP policies, and ensure that every reasonable effort is made to assist military members and their families.

5. Procedures

a. The CNRSW Program Director for Community Support Services (N90), Program Manager for Fleet, Family and Child Development Services (N93), and FAP Regional Coordinator (N93M1R) provide oversight, consultation and general guidance as appropriate in accordance with references (a) through (c).

b. Metropolitan San Diego installations:

(1) FAP services are delivered at the centralized Family Advocacy Center for all installations in the metropolitan San Diego area.

(2) The Family Advocacy Center Site Manager administers all FAP activities including Case Review Committee (CRC) and area Family Advocacy Committee (FAC). Local installations provide representatives to the area CRC and FAC as required in accordance with references (a) through (c).

(3) The Family Advocacy Center Site Manager will establish Memoranda of Understanding (MOU) with the local Medical Treatment Facility (MTF), Naval Criminal Investigative Service (NCIS), and other military and civilian agencies as appropriate to ensure a coordinated FAP.

c. Installations outside of metropolitan San Diego:

(1) FAP is administered by a Family Advocacy Representative (FAR) who is usually a staff member of the installation FFSC.

01 NOV 2004

(2) Installation Commanding Officers will appoint chairpersons for CRCs and the FAC in coordination with MTF Commanding Officers or Officers-in-Charge, in accordance with references (a) through (c).

(3) FAP cases involving active duty members from Naval Air Facility El Centro and tenant commands will be presented to the CRC at the San Diego Family Advocacy Center.

6. Action

a. CNRSW Program Director for Community Support Services will:

(1) Establish policy for management of the FAP throughout CNRSW in accordance with references (a) through (c).

(2) Appoint a FAR and Family Advocacy Officer (FAO) for metropolitan San Diego as outlined in reference (b).

b. Fleet, Family and Child Development Services Program Manager will:

(1) Ensure compliance with requirements of this instruction.

(2) Monitor expenditures of FAP funds.

(3) Monitor quality assurance, community and interagency collaboration and program practices in accordance with references (a) through (c).

c. Family Advocacy Program (FAP) Coordinator in accordance with references (b) and (c) will:

(1) Exercise management oversight and provide technical assistance throughout CNRSW.

(2) Assist the Fleet, Family and Child Development Services Program Manager in ensuring funding is adequately distributed for regional FAP operations.

(3) Establish a San Diego Metropolitan Area FAC in collaboration with the San Diego Family Advocacy Center Site

01 NOV 2004

Manager and ensure installation Commanding Officers outside of metropolitan San Diego establish local installation FACs.

(4) Serve as liaison to Navy Personnel Command and Commander, Navy Installations for Family Advocacy matters and attend training and meetings as appropriate.

d. Installation Commanding Officers outside of metropolitan San Diego in accordance with references (b) and (c) will:

(1) Ensure installation compliance with this instruction.

(2) Appoint in writing the installation CRC members in collaboration with the Commanding Officer/Officer in Charge of the MTF.

(3) Appoint a FAR and FAO who will coordinate local efforts to establish a comprehensive, coordinated community response to family violence. The roles of the FAR and FAO are defined in reference (b).

(4) Establish an installation FAC, co-chaired by a line officer (O-4 or above) and an MTF provider, that will operate as outlined in reference (b).

(5) Ensure FAC and CRC members and base security receive annual training as outlined in references (b) and (c). Security will develop a standard operating procedure for responding to calls involving allegations of child or spouse abuse.

(6) Appoint line officers (O-4 and above) to serve on the local CRC for at least one year as outlined in references (b) and (c). Rotation will be reviewed and updated annually each January. When appointed to serve on a CRC, membership will be considered a primary duty during that twelve-month period.

(7) Establish MOU with MTF, NCIS and other military and civilian agencies as appropriate to ensure a coordinated FAP.

e. Installation Commanding Officers in metropolitan San Diego, in accordance with references (b) and (c), will:

(1) Appoint a representative(s) as a member of the metropolitan San Diego FAC.

01 NOV 2004

(2) Ensure command members and key responders receive FAP training.

(3) Appoint line officers (O-4 and above) to serve on the local CRC. Rotation will be reviewed and updated annually each January. When appointed to serve on a CRC, membership will be considered a primary duty during the twelve-month period.

f. Commanding Officers/Officers in Charge of Medical Treatment Facilities will:

(1) Collaborate with the regional/installation commander to establish a multi-disciplinary FAC and at least one CRC to manage and review individual cases.

(2) Appoint a clinically privileged member of the MTF staff to represent MTF as co-chairperson of the FAC and act as chairperson of the CRC(s).

(3) Ensure provision of the medical aspects of FAP.

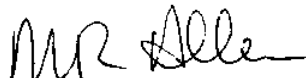
g. Naval Criminal Investigative Service will:

(1) Establish and manage a Domestic Violence Unit in the metropolitan San Diego area and provide consultation and support for commands outside San Diego as needed.

(2) Investigate all serious abuse allegations.

(3) Act as the CNRSW liaison for local and national law enforcement agencies.

7. Point of Contact. CNRSW Family Advocacy Program Coordinator (Code N93M1R), (619) 556-9675, DSN 526-9675.


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